

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

19 September 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-109**

**POSITION:** Social Worker (D2208000/D2209000) (GS-0185-11/12) EXCEPTED POSITION

**LOCATION:** Medical Command, Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$57,982 to \$75,376 per annum **GS-11**

\$69,497 to \$90,344 per annum **GS-12**

**CLOSING DATE:** 21 November 2014

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Officer (**O5 and below**) Technicians in the Maine Army National Guard or Enlisted Technicians eligible to become an Officer.

**AREA II** - All Officers (**O5 and below**) of the Maine Army National Guard or Enlisted members eligible to become an Officer.

**AREA III** - Officers (**O5 and below**) eligible for membership in the Maine Army National Guard or Enlisted members eligible to become an Officer.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** Regardless of experience the incumbent will **ONLY** initially be qualified at GS-11. The individual selected may be promoted to next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade. (See SELECTIVE PLACEMENT FACTOR)

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the Basic Requirements, Specialized Experience and Selective Placement Factor listed below; otherwise, the applicant may lose consideration for this job.

**BASIC REQUIREMENTS:**

**(Applicants MUST provide graduate unofficial or official transcript to meet the Basic Requirements)**

**Masters Degree in Social Work from a school accredited by the Council on Social Work Education.**

**In addition to the Basic Education Requirements, the following Specialized Experience is required:**

**SPECIALIZED EXPERIENCE:** Must have thirty-six (36) months experience for GS-11, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Ability to provide technical and clinical support to psychological/behavioral health programs.
2. Knowledge of clinical case management and crisis response protocols for behavioral health cases.
3. Skill in facilitating of professional behavioral health review boards.
4. Knowledge of laws, regulations and policies for the Army National Guard behavioral health program.
5. Ability to use an automated reporting program.

**SELECTIVE PLACEMENT FACTOR:** Incumbent is required to possess and maintain a current, active, valid and unrestricted State of Maine license/certification for independent practice in either Social Work or Clinical Psychology. If license/certification is not valid or becomes inactive after being hired, it will be grounds to terminate the incumbent.

**SELECTIVE PLACEMENT FACTOR:** The individual selected for the position will be placed into the GS-11 Position Description (D2208000) regardless of experience. Incumbent will be eligible for promotion to GS-12 after being in the position a minimum of 12 months and completing all of the required training.

**Applicant must provide an official copy of a current, active, valid and unrestricted State of Maine license/certification.**

**COMPATIBILITY CRITERIA: OFF BRANCH: 67D**

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil).

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M.SESSIONS

CPT, AG

Human Resources Specialist

(Recruitment & Placement/Compensation

## **D2208000**

The primary purpose of this position is: to provide preventive, remedial, and support services aimed at improving and sustaining the psychological health of National Guard (NG) military members and their families. As part of the Office of the State Surgeon the incumbent of this position provides access to a full range of professional services and activities for the eligible populations served. Duties focus on outreach, education and prevention, needs-based and psychosocial assessment, diagnosis, short-term problem resolution, and provision of or referral to evidenced-based interventions. Responsibilities include providing: primary, secondary, and tertiary prevention programs, specialty training for NG health care professionals and other personnel on issues related to the psychological health of Guardsmen and their families, and multi-level community organization, collaboration, and enhancement.

### **MAJOR DUTIES:**

1. Coordinate with the National Guard community serving the military and non-military agencies to promote timely information exchange, coordinate collaborative prevention efforts, and establish and maintain an extensive array of resources, associations, and community partnerships. Participates in community activities to incorporate complex strategies that enhance community strengths, reduces broad-based community needs, implements community problem solving methods, and forges community connections to promote psychologically healthy lifestyles. Ensures that curriculums and community intervention initiatives for each prevention program are research-based and supported by the literature. Participates in relevant committee meetings in an effort to provide input and obtain information related to psychological health issues. Coordinates substantial findings and possible effects of outreach efforts with key leaders to ensure they remain current on issues related to the program. Liaison between the military and non-military community agencies, including medical agencies, schools, shelters, child care, and family support centers providing access to services that can improve and/or sustain the psychological health of National Guardsmen and families. Represents the community outreach and prevention initiatives and programs professionally and appropriately. Coordinates findings and effects with leadership in an effective and timely manner.
2. Conducts needs assessments, intake evaluations, and psycho-diagnostic assessments. Applies professional knowledge of the principles, theories, procedures, and practices of social work to conduct needs assessments and/or intake evaluations on limited but routine basis in accordance with applicable DoD guidelines. Prepares written evaluation reports with clinical impressions and recommendations. Accomplishes intake interviews to include family history, bio-psychosocial history, developmental and health histories, and presenting problems together with any relevant secondary information, screens records and personnel for security clearances and makes administrative recommendations.
3. Coordinates, and implements prevention and community outreach and education programs. Conducts comprehensive needs assessments and Strengths, Weaknesses, Opportunity, and Threat (SWOT) analyses that form the basis for program development activities and action plans. Implements community organization strategies with key organizations to increase awareness of psychological health. Develop coordinated plans for reducing risk factors for

individuals and within the community, and build and enhance a general culture that promotes psychological health and wellness. Develops and provides access to primary prevention services to inform and educate leadership and the NGB community at large about the dynamics, treatment, and life skills and behaviors associated with psychological illness and methods to improve wellness. Develops and provides access to secondary preventive support services and psycho-educational skills-development activities such as parenting skills, stress management, change management, anger management, financial/money management, support groups for single parents, and couples communication.

4. Coordinate as key facilitator and team lead in the development and implementation of an annual, Unit-level psychological health strategic plan. Develops a formal evaluation process to monitor prevention and outreach programs and access to resources. Designs and manages special programs, services, and information and awareness presentations, such as newspaper articles brochures describing ways to enhance psychological health, and national and local awareness theme events (e.g., Suicide Prevention month and National Depression Screening Day). Develops programs and initiatives, implements, and maintains primary and secondary prevention programs that improve, enhance, and sustain psychological health. Monitors prevention and outreach/education programs and access to services through timely and accurate evaluation activities.

5. Develop, teach, and provide oversight for classes that promote education and skill-building to enhance psychological and physical health. Evaluate training opportunities, and professional development activities. Provides timely, effective, and accurate training to mental health providers and other medical personnel on psychological health matters, resources, and interventions.

6. Responsible for marketing and marketing evaluation activities. Serves as primary consultant and advisor on methods to successfully market the National Guard DPH. Formulates strategies to generate interest, acceptance, and participation by National Guard community consumers, resource suppliers, and eligible National Guard Soldiers/Airmen and family members regarding psychological health services and community prevention for the general population. Employs social marketing of primary and secondary prevention interventions to promote utilization of military and non-military resources and services. Facilitates awareness of and accessibility to available services for National Guard members and their families. Collaborates with the DPH team to develop and implement techniques to determine customer satisfaction. Participates with the DPH team to implement outcome measures. Ensures that the program complies with applicable DOD policies, Army Regulations, Air Force Instructions, National Guard guidance, policy letters, and other official guidance.

7. Briefs senior leadership and other key personnel and committees on prevention issues in an effort to obtain optimum support for and participation in all outreach and prevention activities. Recruits, trains, and facilitates volunteers when necessary to support the National Guard DPH.

8. Performs other duties as assigned.

## **D2209000**

The primary purpose of this position is: to provide preventive, remedial, and support services aimed at improving and sustaining the psychological health of National Guard (NG) military members and their families. As part of the Office of the State Surgeon the incumbent exercises technical oversight, plans, coordinates, monitors and provides access to a full range of professional services for the eligible populations served. Duties focus on outreach, education and prevention, needs-based and psychosocial assessment, diagnosis, short-term problem resolution, and provision of or referral to evidenced-based interventions. Responsibilities include providing: primary, secondary, and tertiary prevention programs, specialty training for NG health care professionals and other personnel on issues related to the psychological health of Guardsmen and their families, and multi-level community organization, collaboration, and enhancement.

### **MAJOR DUTIES:**

1. Coordinate with the National Guard community serving military and non-military agencies to promote and achieve timely information exchange, coordinate collaborative prevention efforts, and establish and maintain an extensive array of resources, associations, and community partnerships. Participates in community activities to incorporate complex strategies that enhance community strengths, reduces broad-based community needs, implements community problem solving methods, and forges community connections so as to promote psychologically healthy lifestyles. Ensures that curriculums and community intervention initiatives for each prevention program are research-based and supported by the literature. Participates in relevant committee meetings in an effort to provide input and obtain information related to psychological health issues. Coordinates substantial findings and possible effects of outreach efforts with the State Surgeon and key leaders to ensure they remain current on issues related to the program. Liaison between the military and non-military community agencies, including medical agencies, schools, shelters, child care, and family support centers providing access to services that can improve and/or sustain the psychological health of National Guardsmen and families. Represents the community outreach and prevention initiatives and programs professionally and appropriately. Coordinates findings and possible effects with the State Surgeon in an effective and timely manner.
2. Conducts needs assessments, intake evaluations, and psycho-diagnostic assessments. Applies professional knowledge of the principles, theories, procedures, and practices of social work to conduct needs assessments and evaluations on a limited but routine basis in accordance with applicable DoD guidelines. Prepares written evaluation reports with clinical impressions and recommendations. Accomplishes intake interviews with clients, to include family history, bio-psychosocial history, developmental and health histories, and presenting problems together with any relevant secondary information, conducts screening and interviews, and perform bio-psychosocial evaluations, using expert knowledge of general and specific concepts, principles, procedures, and practices relating to psychological assessments. Assesses individuals to explore the development of behavior patterns, mechanisms, and symptoms; determines the facts concerning clients' problems, strengths, and the underlying causes to assess the needs of the

individual and/or family, and within the context of their military affiliation. Uses and interprets various psychological assessment measures. Provide targeted assessment and evaluation, including diagnostic impressions and functional status focused on the presenting problem. Provide timely and succinct feedback to other medical provider and service member's commander, when appropriate, regarding assessment findings and recommendations. Integrates findings, referral, and assessment, using assessment guidelines of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association, screens records and personnel for security clearances and makes administrative recommendations.



3. Coordinates, and implements prevention and community outreach and education programs. Conducts comprehensive needs assessments and Strengths, Weaknesses, Opportunity, and Threat (SWOT) analyses that form the basis for program development activities and action plans to meet the needs of clients. Implements community organization strategies with key organizations to increase awareness of psychological health, develop coordinated plans for reducing risk factors for individuals and within the community, and to build and enhance a general culture that promotes psychological health and wellness. Develops and provides access to primary prevention services to inform and educate leadership and the NGB community at large about the dynamics, treatment, and life skills and behaviors associated with psychological illness and methods to improve wellness. Develops and provides access to secondary preventive support services and psycho-educational skills-development activities such as parenting skills, stress management, change management, anger management, financial/money management, support groups for single parents, and couples communication.
4. Coordinate as the key facilitator and team lead in the development and implementation of an annual, Unit-level psychological health strategic plan as described in Department of Defense Guidance. Develops a formal evaluation process to monitor prevention and outreach programs and access to resources. Designs and manages special programs, services, and information and awareness presentations, such as newspaper articles, briefings, brochures describing ways to enhance psychological health, and national and local awareness theme events (e.g., Suicide Prevention Month and National Depression Screening Day). Monitors prevention and outreach/education programs and access to services through timely and accurate evaluation activities.
5. Develop, teach, and provide oversight for classes that promote education and skill-building to enhance psychological and physical health. Evaluate training opportunities, and professional development activities. Provides timely, effective, and accurate training to mental health providers and other medical personnel on psychological health matters, resources, and interventions.
6. Responsible for marketing and marketing evaluation activities. Serves as primary consultant and advisor on methods to successfully market the National Guard's health. Formulates strategies to generate interest, acceptance, and participation by National Guard community consumers, resource suppliers, and eligible National Guard Soldiers/Airmen and family members regarding psychological health services and community prevention for the general population. Employs social marketing of primary and secondary prevention interventions to promote utilization of military and non-military resources and services. Facilitates awareness of and accessibility to available services for National Guard members and their families. Establishes networking, advocacy, and collaboration processes through which to effectively market the National Guard to the community. Identifies and selects mediums that provide the greatest exposure of and access to psychological health services and resources. Creates effective marketing campaigns, delivers quality of life messages to targeted populations, and facilitates effective media coverage. Conducts social climate and marketing analyses. Facilitates the psychological health team, in developing an annual Marketing Plan and makes on-going adjustments to the plan as circumstances dictate. Develops and conducts training for key personnel on values clarification, customer care and internal marketing, promotion, advertising,

publicity, and public relations. Collaborates with the State Surgeon's team to develop and implement techniques to determine customer satisfaction. Participates with the Surgeon's team to implement psychological health outcome measures. Ensures that the program complies with applicable DOD policies, Army Regulations, Air Force Instructions, National Guard guidance, policy letters, and other official guidance. With few exceptions, effectively formulates strategies for marketing the psychological health program to all National Guard members and family. Facilitates the psychological health team to develop and maintain the Marketing Plan in an effective manner. Evaluates the effectiveness of outreach program activities.

7. Provides professional assessment, advice, education, and training to other military and non-military health care professionals, medical personnel, military commanders/senior leaders, and community agencies concerning primary and secondary prevention programs. Participates as an active member with various teams and groups. Compiles and presents findings of all community and unit needs assessments to the State Surgeon as the basis for the annual psychological health strategic plan. Briefs commanders, senior leadership, and other key personnel on prevention issues in an effort to obtain optimum support for and participation in all outreach and prevention activities. Educates military and non-military communities on psychological health issues and serves as a local professional authority on prevention issues. Recruits, trains, and facilitates volunteers when necessary to support the National Guard. Continues professional development and maintains awareness of cutting edge modalities and techniques of prevention, problem resolution, and care in psychological health matters through such activities as continuing education and training, attendance at conferences, participation in professional organizations or societies, and independent study.

8. Performs other duties as assigned.